

# City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at [citymanager@winchesterva.gov](mailto:citymanager@winchesterva.gov) or 540-667-1815.

## PUBLIC SAFETY

### Winchester Police

- Spoke at Rotary for the Substance Abuse Coalition and accepted donation.
- Attended a Substance Abuse Coalition Executive Team and VALOR Awards Committee meetings.
- Attended the Mission BBQ grand opening and fundraiser for the Winchester-Frederick Law Enforcement Foundation.
- Det. Lisa Hyde attended an Achieving Success for Students training.
- Maj. Kelly Rice attended a Legal/Cultural Diversity training.
- Investigating shots fired on Smithfield Avenue – no arrest to date.
- Met with NSV Regional Commission regarding Point in Time Count for homeless.
- Attended meeting with NAACP and Shenandoah University to finalize [race relations community forum](#) on August 27.
- Attended regional meeting with PIO's to discuss Active Shooter exercise.
- Two officers attended Teen Night at the YDC.

Police Activity	#
Calls for Service	962
Violent Crimes	13
Property Crimes	28
Accident Reports	10
Alarms	32
False Alarms	31
Directed Patrols	77
Directed Patrols	24
Old Town (OTW)	
Extra Patrols	116
Extra Patrols OTW	4
Traffic Citations	49
Written Warnings	43

### Winchester Fire & Rescue

- Participated in the Mission BBQ grand opening and fundraiser for the Winchester Fire and Rescue Foundation.
- Attended the Valor Awards Meeting.
- Coordinated a volunteer chiefs and presidents Strategic and Long Range Planning meeting.
- Participated in a WMC Cancer Center walk-through.
- Met with Moose Lodge personnel to set up a Fire Safety Day.
- Staff participated in Big Box Store Fires training class presented by Lieutenant Baker.
- Presented a child safety seat presentation at the Grace Lutheran Church.
- Continued preparations for Active Shooter Drill.
- Conducted Fire Prevention program at NW Works.
- Provided EMS standby at the Handley High School football game.
- Prepped the conex box and managed movement/ placement from Kernstown to the training center on Woodstock Lane. This box was donated by EPS and was placed at the training center to be used for confined space training.

F&R Activity	#
Fire	7
Overpressure	0
EMS/Rescue	123
Hazardous	7
Condition	
Service Call	10
Good Intent	8
False Alarm	7
Special Incident	1
Plan Review	0
Inspections	46
Reinspections	0

- Taught CPR to eight Social Service employees.
- Completed the in service for the new McGrath Video Laryngoscopes purchased for the medic units. These scopes will give personnel an added edge on securing advanced airways in seriously ill patients. WFRD is the first in the region to obtain this type of equipment.
- Securing houses donated by the Museum of the Shenandoah Valley, so they may be used for SWAT training.
- Met with surrounding counties to prepare for the World of Works Program (WOW) in October.
- Taught Pediatric Advanced Life Support at WMC on Friday and CPR with Frederick County at the volunteer academy.
- Met with Station 2 regarding Rescue Squad Assistant Fund grant.
- Investigating two outside fires within a 24-hour period within 100 yards of each other. A dumpster and garage fire. The garage fire spread to adjacent automobiles and out buildings. There are three bicycles missing from the garage fire. WFRD is actively pursuing people of interest and WPD is assisting with possible stolen bikes.
- Weekly call logs are now posted on the City's website: [August 18-24](#).

## Emergency Management

- Communications Project:
  - Conducted Unit ID Review with non-emergency agencies
  - Continuing to review programming of subscriber units
  - Planning for cutover September 7
  - Reviewing budget and potential change order
  - Mobile installs continuing
  - Working on Polycom Grant
- Attended Public Information planning/discussion meeting.
- Continuing Active Shooter Exercise planning.
- Reviewed Red Cross MOU.
- Attended FEMA Admin meeting.

## PUBLIC SERVICES

### Public Works, Utilities, Facilities Management, Transit

- Met with the Museum of the Shenandoah Valley to continue planning efforts to construct trails on their property that would be open to the public and connect to the City's Green Circle Trail.
- Met with the architect as work continues on the design of the interior renovations in City Hall. Construction on the project is expected to begin in early 2017.
- There have been traffic delays on eastbound Jubal Early/Millwood approaching I-81 recently because of problems with the communication system on some of VDOT's signals. Repair work is being completed and the system will be operating correctly soon. The City's traffic signals and VDOT's signals on this corridor are synchronized to help maximize traffic flow.
- The City's traffic crew will be repainting crosswalks at night the week of August 28 on Valley Avenue between Jubal Early and the southern City limits. There will be minimal impacts to traffic.

### City Projects Update

- **FY17 Street Repaving**
  - Street repaving work will begin again on August 30 (weather permitting) on Clifford Street between S. Kent and Stewart.

### Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	0	173.5	Linear feet
	Streets Repaved	3.21	5.10	Lane miles

	Potholes Repaired	0	96	#
<b>Trees</b>	Dead/Diseased Trees Removed	14	88	#
	Trees Trimmed	3	430	#
	Stumps Removed	0	357	#
	Street Signs Installed or Replaced	9	165	#
<b>Traffic</b>	Pavement Markings Repainted (City)	160	2,018.33	Linear feet
	Pavement Markings Repainted (Contractor)	864	13,577	Linear feet
<b>Refuse &amp; Recycling</b>	Refuse Collected	129.55	4,167.66	Tons
	Recycling Collected	58.29	1,902.26	Tons
	Large Item Pickups	3	99	#
<b>Transit</b>	Total Passengers	2,974	89,622	#
	Revenue Miles Picking Up/Dropping Off Passengers	4,050	127,407	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	386	12,057	Hours
<b>Utility Billing</b>	Payments Processed	1,484	45,435	#
	New Bills Mailed Out	0	42,417	#
	Water Services Turned Off for Non-Payment	38	833	#
<b>Water Treatment Plant</b>	Average Daily Water Demand	8.26	7.37	Million gallons/day
	Peak Daily Water Demand	8.77	9.06	Million gallons/day
<b>Wastewater Treatment Plant</b>	Average Daily Flow Treated	7.92	8.01	Million gallons/day
	Peak Daily Flow Treated	9.76	18.49	Million gallons/day
<b>Water Distribution and Wastewater Collection</b>	Water Main Breaks Repaired	0	25	#
	Water Meters Read	1,022	46,936	#
	Fire Hydrants Flushed	112	1,311	#
	Sewer Mains Cleaned	2,923	82,095	Linear feet
<b>Engineering</b>	Site Plans Reviewed	3	36	#
	Right-of-Way Permits Issued	0	60	#
	Stormwater Facility Inspections	0	23	#
	Erosion & Sediment Control Inspections	33	1,009	#
<b>Facilities Maintenance</b>	Work Requests Completed	24	570	#
	Special Events Assistance	1	8	#
	Maintenance of Pedestrian Mall	35	693	Staff hours
<b>Equipment Maintenance</b>	Total Repairs Completed	59	1,799	#

## DEVELOPMENT SERVICES

### Economic Redevelopment

- Continuing preparations for upcoming Taylor Hotel commercial kitchen equipment auction.
- Purchased the Winchester Towers from the City for \$795,000.
- Presented the revised management agreement between the City of Winchester and Taylor Master Tenant, LLC to Council.
- The EDA will hold a special meeting on August 31.
- Met with the Virginia Economic Development Partnership to discuss their reorganization plan and structure and resources for localities.
- Met with Winchester Public Schools representative to discuss ongoing CTE curriculum.

### Old Town Winchester

- Successfully held Friday Night Live on August 19 for approximately 1,800 people.

- Began circulating applications for Fall Farmers Market to run October 1-November 26 from 9 am-1 pm per vendor request.
- Facebook users for the OTW Facebook reached 15,000.
- SU Summer Marketing/Design Intern finished successful internship – updated Shopping and Dining Guide, designed kiosk bulletin board background, assisted with social media posts, created header for OTW newsletter, took numerous photos, developed event poster, produced farmers market video, planned and implemented Customer Appreciation Day.

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### Winchester-Frederick County Tourism

- Met with City Manager to discuss strategies and limitations regarding promoting attractions/businesses outside of the Winchester-Frederick County footprint in order to maintain optimal fairness with local stakeholders.
- Creatively developing messaging and ad strategy for our 2017 [CRUSA](#) ad that will be distributed internationally in four languages.
- Took part in a [VRLTA](#) legislative committee meeting on behalf of the [VACVB](#) (members of both) acting as liaison between the two organizations. This is a non-lobbying position that just conveys aggregate legislative issues faced by VACVB members.
- Organizing photographer, locations and logistics for a professional photo shoot coming up in mid-September.
- Organized and sent out invitations to a pre-launch meeting for trail site owners featured on the upcoming Shenandoah Spirits Trail.
- Completed the latest blog, *12 hotspots for alfresco dining in the Winchester area* and arranged distribution through web and social media.
- Completed barcode creation for nearly all Gift Shop items to speed transaction time and improve guest experience.

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### Planning

- Led a staff-level meeting focused on Green Circle Trail (GCT) implementation. Issues covered included:
  - Deciding upon a mile marker posting scheme for the 6.3-mile GCT
  - Identifying points of interest and parking facilities along the GCT and the spur extending into the Abrams Creek Wetland Preserve
  - Confirming interim designated trail routes for both pedestrians and cyclists until permanent alignments are accessible
  - Updating the trail map and website
  - Exploring an updated design for the GCT logo and trailblazer signs
- Together with Zoning & Inspections staff, met with potential buyers of the Winchester Inn on Berryville Ave near I-81 (former Shoney's Inn).
- Worked closely with land surveyor preparing subdivision plats to fulfill City obligations associated with recently-adopted MOA for the Mellon and City properties in the vicinity of the GCT.
- Met with Habitat For Humanity representative to review options for enlarging the small former City Light Development houses on West Lane and Chase Street.
- Started drafting possible amendments to the array of Corridor Enhancement (CE) District Standards and Guidelines that could apply to the Fairmont Avenue and N. Loudoun Street CE districts. Proposal would make greater use of standards and less use of guidelines.
  - Also drafted a White Paper outlining history of the City's efforts related to CE districts since first created in 2005 which will be used in the upcoming public information open houses.

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### Zoning & Inspections

- Completed:
  - 90 building permit inspections and issued 32 building permits (\$1,029,708 valuation).
    - Notable Permits:



- 931 Wayne Drive – Repair/rebuild of fire damaged single family dwelling - \$300,000 valuation
- 1810 S. Loudoun St – New Zaxby's Restaurant - \$560,000 valuation
  - 92 code enforcement inspections and initiated 50 new cases.
  - 3 new business reviews (2 Certificates of Business, 1 Certificate of Home Business)
- Issued final certificate of occupancy for The Fresh Market, 1671 S. Pleasant Valley Road.
- Removed 3 signs from the public right-of-way (YTD=425).
- Building Official attended training through Virginia Building Code Academy on the Virginia Rehabilitation Code.

Permit #	Type	Address	Description	Value
16 00000781	NRRM	333 W CORK ST	RELO & REMODEL OF FREE & BIOMED SPACES	\$30,000.00
16 00000453	CIFI	1810 S LOUDOUN ST	NEW COM BUILDING/ZAXBYS	\$560,000.00
16 00000815	MECH	428 W CECIL ST	REPLACING FURNACE	\$3,000.00
16 00000815	NGAS	428 W CECIL ST	REPLACING FURNACE	\$0.00
16 00000816	NGAS	1839 KERSHAW LN	REPLACING WATER HEATER	\$2,072.00
16 00000816	PLBG	1839 KERSHAW LN	REPLACING WATER HEATER	\$2,072.00
16 00000817	PLBG	1415 VALLEY AVE	WATER SERVICE	\$1,500.00
16 00000532	DECK	244 PARKWAY ST	ADDING DECK	\$2,500.00
16 00000818	RREM	315 E PICCADILLY ST	PRE FAB GARAGE	\$8,500.00
16 00000692	PLBG	615 E JUBAL EARLY DR	ADDING FIXTURES	\$2,500.00
16 00000758	SIGN	823 N LOUDOUN ST	REPLACE BUILDING MOUNTED SIGN	\$1,300.00
16 00000762	MECH	22 W BOND ST	NEW WORK	\$37,000.00
16 00000762	NGAS	22 W BOND ST	NEW WORK	\$1,000.00
16 00000791	RIFI	931 WAYNE DR	REBUILD HOME ON EXISTING FOUNDATION	\$300,000.00
16 00000812	RREM	412 N LOUDOUN ST	INTERIOR WATER MANAGEMENT SYSTEM	\$4,114.00
16 00000813	DECK	640 N CAMERON ST	8X8 DECK	\$1,000.00
16 00000819	TTS	901 AMHERST ST	TENT FOR 8/26-29/16	\$2,500.00
16 00000821	MECH	2500 2564 WILSON BLVD	REPLACING AC/FURNACE	\$2,500.00
16 00000821	NGAS	2500 2564 WILSON BLVD	REPLACING AC AND FURNACE	\$25.00
16 00000822	MECH	2500 2564 WILSON BLVD	REPLACING AC/FURNACE	\$2,500.00
16 00000822	NGAS	2500 2564 WILSON BLVD	REPLACING AC/FURNACE	\$25.00
16 00000670	NRRM	2705 S PLEASANT VALLEY RD	TWO AWNINGS	\$50,000.00
16 00000825	ELEC	509 BARR AVE	CHANGE PANEL	\$0.00
16 00000826	ELEC	2350 S PLEASANT VALLEY RD	DISPENSERS	\$0.00
16 00000827	ELEC	2257 VALOR DR	REMODEL 15-062	\$0.00
16 00000828	ELEC	2263 VALOR DR	REMODEL 16-757	\$0.00
16 00000829	ELEC	505 YORK AVE	ADDING RECEPTS	\$0.00
16 00000830	ELEC	2630 S PLEASANT VALLEY RD	FLOOR OUTLETS	\$0.00
16 00000831	ELEC	86 FEATHERBED LN	TENANT FIT OUT 16-755	\$0.00
16 00000832	MECH	217 S LOUDOUN ST	REPLACING GAS WATER HEATER	\$5,200.00
16 00000832	NGAS	217 S LOUDOUN ST	REPLACING GAS WATER HEATER	\$5,200.00
16 00000832	PLBG	217 S LOUDOUN ST	REPAVING GAS WATER HEATER	\$5,200.00
<b>32 TOTAL</b>				<b>\$1,029,708</b>

**TYPE KEY:** NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL=Fire All Other | CHNG=Change of Use | RADT=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM = Non-Residential Remodel | CIFI=Commercial Industrial Finished | NR=Non-residential Reroof

## PARKS & RECREATION

- The August meeting of the Parks and Rec Advisory Board was held Monday, August 22.
- Vendor added blended lines to the Tennis Courts at no charge while they were repairing the cracks on the courts. This will enable more play for children under 10.
- SVEC will be in Jim Barnett Park within the next 10 days to replace burnt out street lights. Staff have identified and marked the poles.
- Thomas Lambert has been named the new Grounds and Facilities Superintendent.
- A new pedestrian crosswalk has been placed in front of the War Memorial Building entrance, due to the amount of traffic in that area.
- The Civil War Trolley Trip on Friday, August 19 was well attended with a maximum number of participants.
- Attended the meeting to discuss the Green Circle Trail mileage markers.
- Last day of the outdoor pool season is September 5 (noon-6:45 pm).
- Met with Consolidated Electric to review their proposal to install some of the electric needed at the McCormac Amphitheater.

## SOCIAL SERVICES

- Received 52 Benefit Program applications: 23 SNAP, 27 Medicaid, 5 TANF, 5 Child Care, 7 Cooling Program.
- Currently serving the following individuals in Benefit Programs:
  - 3,946 receive SNAP
  - 200 receive TANF
  - 5,329 receive Medicaid
  - 40 receive VIEW Services
  - 32 receive Child Care subsidy (50 families with 74 children are currently on the waiting list)
- Established two Intentional Program Violation SNAP claims totaling \$3,166.
- Completing 45 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Completed 3 Pre-Admission Screenings with the Health Department.
- Conducting interviews for positions of Self-Sufficiency Specialist and Family Services Specialist.
- Staff Attended:
  - Staff continue to attend VaCMS training to prepare for migration of SNAP to the new data system on October 3, 2016
  - Winchester/Frederick/Clarke Long Term Care Coordination Committee
  - Preparation meeting for automation of FOIA processing
  - Stress Management Training
  - CPR Training

Weekly Activity	#
Walk-in clients	200
Client info drop offs	82
Child Protective Service referrals	5
"On notice" for foster care entry by JDRC	5
Children in foster care	30
Entered foster care	1
Exited foster care	1
Child Protective Services ongoing case management	22
Adult Protective Service referrals	1
Adult services case management load	10
Adult guardianships	3
Adult protective services investigations	24
Benefit fraud investigations	8
Fraud allegations received	2
Family Services Prevention case management load	11

## WINCHESTER PARKING AUTHORITY

- 3,178 vehicles utilized the garages from August 17-23.
- As of August 24, there were 956 monthly parkers in the garages (2 rentals and 1 cancellation).
- Attended a radio communications project unit ID and talk group mapping meeting.
- Replacing parking meter domes that have worn due to the sun and exposure to the weather elements.

- Converting the two loading zones on Kent Street in front of the Joint Judicial Center to three metered public parking spaces.
- Working with GIS to create a parking meter locations map for downtown. The map will also include the handicap spaces and loading zones. When complete the map will be published on the City's website.
- At the August 25 meeting, WPA will discuss pay-by-cell and a request to utilize Hables lot for the Celebracion event on Saturday, September 17 from 10 am-6pm. The request to utilize the Hables lot was approved and the pay-by-cell discussion will continue.
- Received a resignation letter from Mr. Dillard effective September 1, 2016 concerning his appointment to the WPA, therefore, the WPA will now have one vacancy.

## SUPPORT SERVICES

### Information Technology

- Initiated network changes to support access from field units to Utility Billing.
- Continued research of event logging software.
- Reconfiguration of Social Services network failed. VITA/NG needs to do more research to resolve blocks. City changes did work.
- Working with consultant to implement mobile device management solutions.
- Starting virtual desktop infrastructure evaluation to see if virtual desktops are appropriate for the City.
- GIS supported Kernstown Battlefield, Parking Authority and Winchester Public Schools mapping needs.
- GIS completed a "lift" map for sidewalks for Public Works and assisted Planning with street mapping project to determine likely construction date.
- Supported Treasurer and Commissioners research on personal property and business license issues.
- Worked with Winchester Public Schools to develop a project to help automate employee contract processing.
- Supported Finance Department with CAMRA reassessment data movement.
- Met with Police Department to discuss Body Work Camera project.
- Initiated City-wide upgrade of malware detection software.

## COMMUNICATIONS

- Distributed August 26 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Attended Active Shooter Exercise meeting for PIOs involved in the exercise (Public Schools, Medical Center, Winchester Police and City of Winchester).
- Participated in conference call with FOIA software vendor and Police Department staff to customize Police portion of the online portal.
- Completed second draft of the strategic plan performance measures booklet.
- Created first draft of the new Green Circle Trail website and logo.
- Updated the City Projects webpage with additional projects and information, including the public safety radio communications project.
- Created and posted online FAQs for the radio communications project.
- Agreed to mentor a SHHS student interested in learning more about careers in communications. She will be shadowing the Communications Manager for approx. four months (40 hours).
- Took photos of city businesses that have opened since last fall for financial report.
- Sent press releases:
  - [City's Deputy Clerk of Council Achieves Master Designation](#)
  - [Driver Sober or Get Pulled Over Campaign Underway](#) (PD)
  - [Police Search for Driver who Fired Shots](#) (PD)
  - [Winchester Police and NCAAP host Community Relations Forum](#)(PD)
  - Winchester Man Arrested in Connection with Business Break-In (PD)
- Current Projects:
  - Strategic Plan performance measures booklet
  - VGFOA Innovation Award nomination
  - Green Circle brochure, map and website update

- CAFR and Budget Manual cover designs
- Labor Day closure communication
- Emergency Support Function #15 plan (Emergency Operations Plan)
- Human Resources recruitment brochure design
- VML Capital Tree hand-made ornament submission
- Current [Board Vacancies](#):
  - Old Town Development Board (owner/operator)
  - Economic Development Authority
  - Fire Prevention Code Board of Appeals (Alternate)
  - Local Building Code Board of Appeals (Alternate)
  - Lord Fairfax Emergency Medical Services Council
  - Frederick-Winchester Service Authority
  - Environmental Sustainability Taskforce
  - Winchester Parking Authority (unexpired term ending 5-31-20)
- Articles in *The Winchester Star* this week:
  - August 20 –
    - Kimberly's broken into; suspect fell asleep nearby
    - No decision yet whether McKannan can retain seat during deployment overseas
  - August 22 –
    - Police: Expect extra patrols over Labor Day Weekend
    - City police seeking driver who fired shots
  - August 23 –
    - City police and NAACP to host race relations forum
    - City School Board weighs options for Douglas Center
    - Police continue search for suspect in Sunday shootings
    - Alleged break-in, threats lead to arrest of city man
    - Law enforcement personnel's children get scholarships
    - Woman: Boyfriend facing assault charge was protecting her
    - City clerk receives national organization honor
    - City woman charged in 2 violent incidents
    - Muralist allowed to paint in park
  - August 24 –
    - Ordinance passed to ink deal for Towers sale
    - Winchester approves agreement with landowner over trail easement
  - August 25 –
    - City requires \$1,273 for The Star's information request
  - August 26 –
    - FBI search in to bank robbery spree ongoing
- WHAG reports:
  - Police searching for attempted robbery suspect in Winchester [Watch](#)
  - Fourteen city streets to be repaved by fall [Watch](#)
  - Police still looking for information leading to arrest of shooting suspect [Watch](#)
  - Community relations forum aims to improve race relations [Watch](#)



## Photo of the Week



Instagram: The City has installed new flashing pedestrian signals on Cameron Street near City Hall and on Cork Street at Indian Alley for improved pedestrian safety in these busy areas.